

Charter Transition Team

March 27, 2007

Attendance:

Gary Bischoff, Chair

Members: Wayne Harris, Phil Terpening, Arthur Smith, Marianne Collins, Gerald Benjamin

Excused: Lou Klein and Robert Parete

Others Attending: Tom Kadgen, LWV, Allan Wikman. Renee Sachs, Margaret Sellers

Gary Bischoff called the meeting to order at 4:35 PM

Action Items:

- Reference was made to the Allegany, PA Charter which is on a web site. The Transition Team decided to stick with NY.

Gerry Benjamin: Mark Thomas and Joseph Gerace will be available anytime to attend a meeting. Visit will need to be scheduled.

Gary Bischoff: He read his memo to all Legislators, Department Heads, Community Service Board, Planning Board, Environmental Management Council, and the Board of Health. He also read letter to all local State Representatives regarding grant money.

Art Smith: He reported that Administrator's Office was working on obtaining an Organizational Chart.

Courtesy of Tom Kadgen, copies of the Chautauqua County Charter and Code were distributed to all members of the Transition Team. The Charter cannot be amended until adopted.

Maryann Collins: Questioned whether or not a staff person would be available to assist the group? Gary Bischoff stated that we were unable to hire someone full time just for the Charter.

Gary Bischoff: He restated that there was the need for an Organizational Chart to be the supportive document to accompany the Administrative Code.

Art Smith: He said the Administrator's Office would continue to work on the Organizational Chart.

Gerry Benjamin suggested that Charter Transition Team lay out a timeline as follows:

- January 1, 2009 - 1st day newly elected County Executive takes office
- November 2008 - Election for County Executive and Comptroller
- October 2008 - 2009 Budget submitted to the Legislature
- May 2008 - Budget packets go out to Department Heads in early May

Transition plan needs to be submitted to the Legislature and we should shoot for the end of 2007.

- Complete an Administrative Code
- Need function of each Department, i.e. Budget, employees, etc.
- Any ambiguities in Charter need to be identified and in hand
- Space planning requirements, i.e. who will sit where.

Discussion ensued regarding resources outside the existing County Government. The consensus of the committee that it is a support staff is a necessity for which money needs to be allocated. There is a necessity to set aside funds for what needs to be done.

Wayne Harris motioned to appropriate \$25,000.00 to complete the implementation process of the County Charter. Motion seconded by Phil Terpening.

All yes. Resolution will be submitted for the April meeting.

Ask the County Attorney's Office the legal technicality of in implementing the Charter, i.e. appointing authority especially the Advisory Board. Request a memo regarding issues.

There is the need to determine what needs to be in place and how everything will mesh together. Preemptive action was suggested to ask all Legislators to acknowledge that new legislation must reflect compatibility with up the coming Charter. Wayne Harris

motioned, seconded by Gary Bischoff, that the Resolution Sign-off sheet be retrofitted to reflect the impact of the Charter implementation. All in favor.

Kathleen Mihm, Clerk of the Ulster County Legislature will invite the County Attorneys to attend the next meeting.

Gerry Benjamin will invite Mark Thomas and Joe Gerace to attend a future meeting.

Meeting adjourned @ 5:50 PM.

Respectfully submitted by,

Kathleen C. Mihm, Clerk

Ulster County Legislature

o/b/o Gary Bischoff, Chairman

Charter Transition Team